NiCHE Website – Posting Guidelines & Best Practices
(updated 22 December, 2013)

Registering for an account

Registering for the new NiCHE site is not involved. Just navigate to the site, scroll to the lower right corner of the landing page and click on register. Follow the prompts and you'll be up and running in no time.

The WordPress dashboard
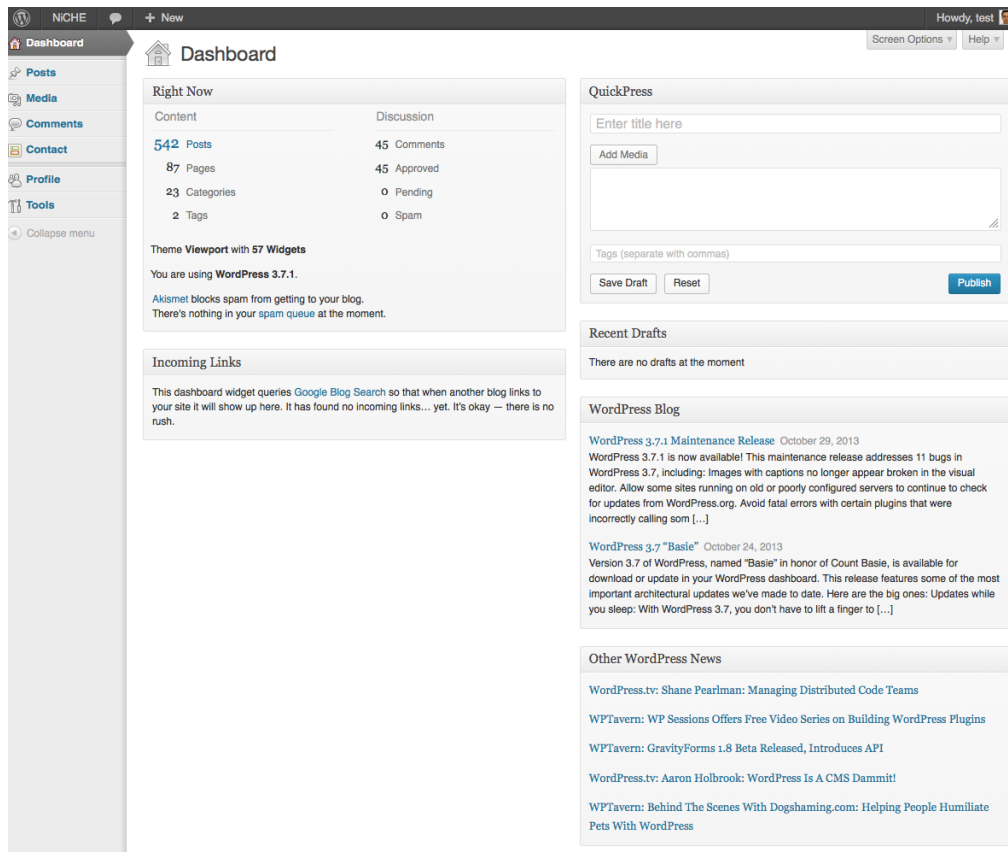
The dashboard is the nerve centre of WordPress, it allows you to navigate 'behind the scenes' within the CMS. The menu on the left allows you to jump to common places on the site. The only links that might be of interest to you are:

- posts—an inventory of the posts on the site
- comments—the same but for comments

profile—where you can edit your profile
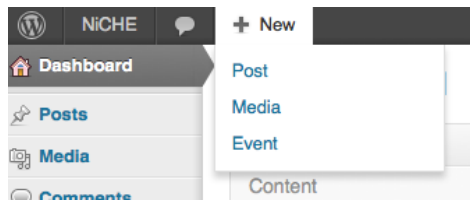
Note the options in the top left. You can:
- click on NiCHE, and then view site to leave the administrative interface
- click on the word bubble to see recent comments
- click on [+ New] to add a post, media, or event

What to do if you've lost your password

WordPress is very forgiving when a user forgets their password. If you find yourself in this situation do not despair, just navigate to the NiCHE landing page and:
- Scroll to the bottom of the page and locate the login block in the lower right corner of the site.
- Click on 'Lost Password'
- Enter your username or the email address of your account (these were carried over from the previous NiCHE site) and click on 'Get a new password'.
- You will get an email with a link, click on it and then select a new password.
- Log in with your new credentials.

If your email address from the previous site is not found, try your username instead. If you don't know what this is… contact the NiCHE administration via the contact form.

Editing your profile
Given that NiCHE is a network—you'll probably want to provide information about you/your research for your peers on the site. We have installed a WordPress plugin that displays information about you to the NiCHE community—this sits underneath any content that you add. It looks like the below image:

Setting up your user profile on the new site

- Once you are logged in click on 'profile' in the upper left sidebar. Please fill out your profile with the fields (note the recommended information in the colour fields below).

- enter a picture in the field highlighted in red in the image on the left. *This will be your NiCHE avatar visible on your profile page and beside your comments.*
- Enter your first and last names in the fields that are highlighted yellow in the image on the left.
- Note that you can control how your name is displayed publically with the field that is highlighted green in the image on the left.
- Please enter the URL of your personal (university scholar page or personal) site in the 'website' field highlighted in blue in the image on the left.
- Enter a short (3-5 sentence) biography describing your research interests in the field that is highlighted violet in the image on the left. *This research blurb will be visible at the bottom of all of your posts—it is essentially a 'byline'.*

●

Fancier Author Box User Details

|	
Display Fancier Author Box	☐ Do not show Fancier Author Box in your posts, pages and custom posts
Twitter	
	Your Twitter username.
Facebook	
	Your Facebook username or ID.
Google+	
	Your Google+ ID.
LinkedIn	
	Your LinkedIn username
Instagram	
	Your Instagram username
Flickr	
	Your Flickr username
Pinterest	
	Your Pinterest username
Tumblr	
	Your Tumblr username
YouTube	
	Your YouTube username
Vimeo	
	Your Vimeo username
Position	
	Your position.
Company	
	Your company.
Company URL	
	Your company URL.

Update Profile

● Enter Your official title in the 'position' field (highlighted red in the image to the left). E.g. 'Associate Professor'

● Enter Your University and department in the 'company' field highlighted purple in the image to the left. E.g. 'Western University, Department of History'

● Optional: Enter the URL of your department or faculty website in the 'company website' field highlighted in purple in the image to the left

● Enter whatever social media accounts you are comfortable sharing with the NiCHE community.

● If you do not want to share public information, note that you can tick off the 'Display Fancier Author Box' and no information will be available on your profile/under your posts.

● When you have added this information, click on 'update profile'—you are done.

You can edit your profile at any time in the future.

Adding a Post
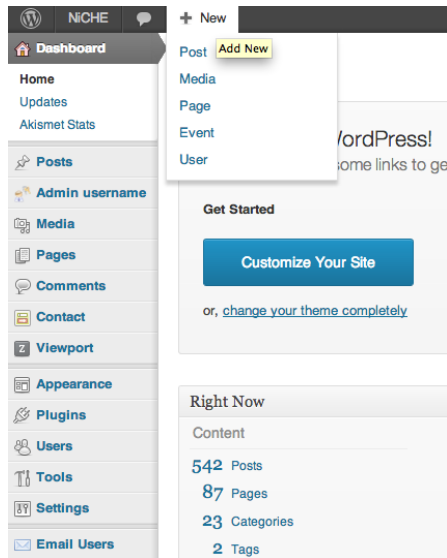
- Click on the + New menu on the top menu, select 'post'
- A WYSIWYG editor will open up with many options. The first thing you'll need to do is give your post a title. Type your title in the field labelled 'Enter title here'.
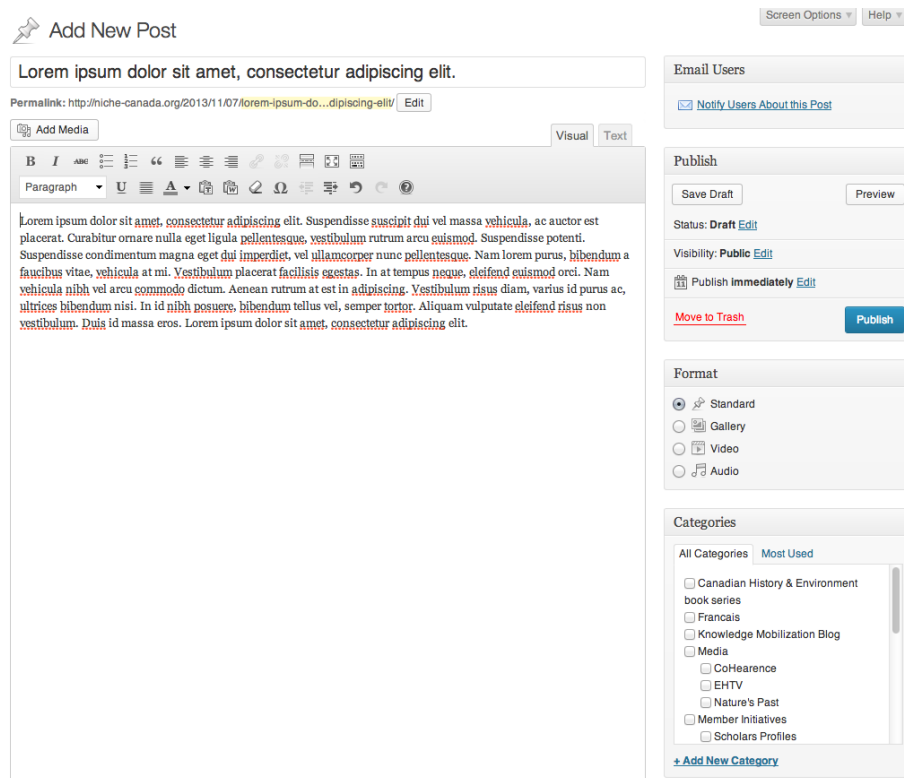

This is the main text editor window. Thankfully there are not that many options we have to worry about and adding content to WordPress is about as it could be. That said there are few basic principles to follow.
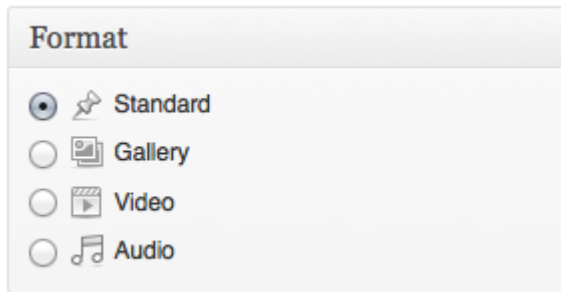
First things first: look over on the right under the box marked 'Publish' You'll see a box labelled 'Format. If you are just adding a blog post you don't need to do anything but if you are uploading a video or an MP3 please see the instructions for adding video and audio instructions.
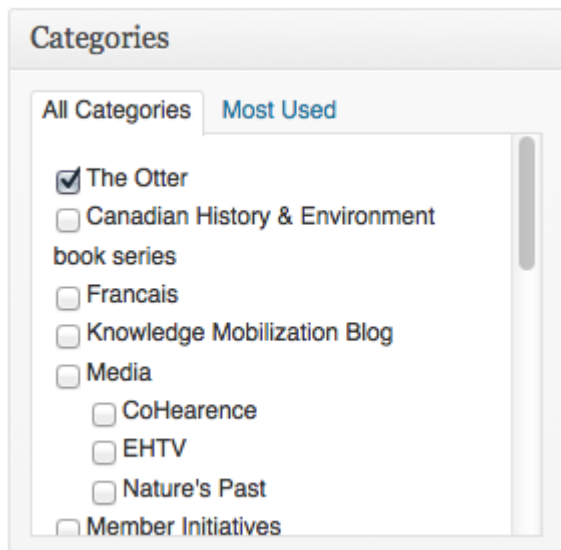
Next, you need to give the post a category. If the post is featured on The Otter, then you do not have to select anything (it is default)—but if the post will be going anywhere else make sure to select it from the list of categories
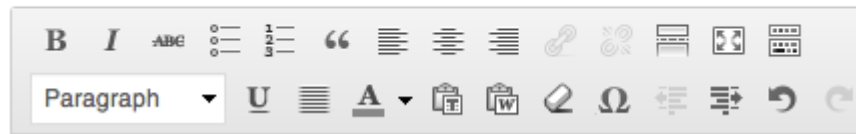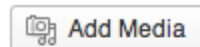
This is the text editor. Most of the options it provides are superfluous but a few of them will help with your posting. Reading across the top row:
- The B icon is to make text bold—use it sparingly, ideally just for headers.
- The I icon is for italics—use it for titles or text that is to be emphasized.
- The next icon is strikethrough—you probably will not need this.
- The fourth icon from the left is for bullet points—just like this list. Highlight a list of items, click this and voila! they will be organized as a list.
- The next icon is for numbered lists—use it as you would for bullet points
- The icon with the quote marks is for quotations that are indented in your posts.

Now that you are familiar with basic formatting go ahead and write your post!
Adding images to your post

Adding media to posts is relatively straightforward. For starters, click on the 'Add Media' button.
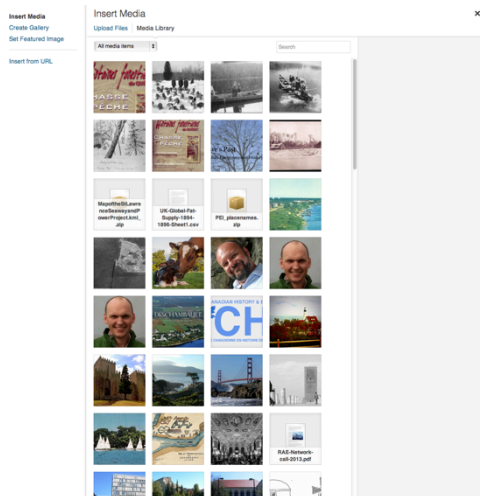
The Media Library window will pop open, it looks involved but is thankfully quite simple to use.

- Drag your image to the central column of images. It will take a moment to upload and then appear in the rightmost column

ATTACHMENT DETAILS

9395832264.jpg
November 7, 2013
581 × 760
Edit Image
Delete Permanently

Title   _9395832264

Caption

Alt Text

Description

ATTACHMENT DISPLAY SETTINGS

Alignment   Right

Link To   Media File

ds/2007/11/9395832264.jpg

Size   Medium – 229 × 300

Controlling how the image appears in a post isn't too involved.

- If the image has a caption, you can enter this in the caption field. This will appear underneath the image when the post is published. Please add the image's **source** here, and any permissions required for its use (e.g. "Public Archives and Records Office of Prince Edward Island, [collection title, name of photographer, accession number, item number]"). You may also enter html in this space, if say you want to add a link to the image source.
- The next thing you'll want to do is determine how large the image will be in the post. There are three options: Thumbnail, Medium and Large.
  - A thumbnail will be approximately 1/6 the width of the text column. It is unlikely you'll make images this size.
  - A medium image will be approximately 1/2 the width of the text column. Generally **use this**.
  - A full-sized image will fill the width of the column. Use this if you want the image to be large enough to inspect.
- The final step is to select alignment based on the image size. If you select full-size don't worry about this at all but if you select thumbnail or medium you'll need to pick where the image appears in the text column. Select **left or right** and the text will wrap around it accordingly. Generally, do not select centre.

When you're done selecting how your image will appear within your post, click on the 'insert post' button in the lower right corner. You can then preview how it looks with your text. If you want to change the image settings Click on the image, and then hit the picture icon that appears.

Selecting a feature image (encouraged)

Each post on the NiCHE site should have a 'feature image' this should be a high resolution image (min 1024 px wide) as it will appear at the top of your post and on the sliding carousel on the home page.

Scroll down the right sidebar of the content entry page and select 'Set feature image'. The same menu you use to add images will appear, follow the same steps (you don't need to pick the size/alignment though) and then click on 'set featured image'.

Feature Post Settings

Control how your posts appear in the featured section of the blog index page.

Homepage Feature Post
Check this box to feature this post on the homepage.

Footer Feature Post
Check this box to feature this post in the footer carousel.

Background Image Brightness
Select the background image brightness of the feature for this post.

Now, scroll to beneath the main text area where you entered your post and select 'Homepage Feature Post. This will make your post be featured in the slideshow on the front page of the blog. That's it, you're done!

Adding a PDF to a post
PDFs are added to posts in the same way as images, above. Once inserted into the text, the title you select will appear next to a small Adobe thumbnail.

Submitting your post for moderation

Publish

Preview

Status: **Pending Review**

Visibility: **Public**

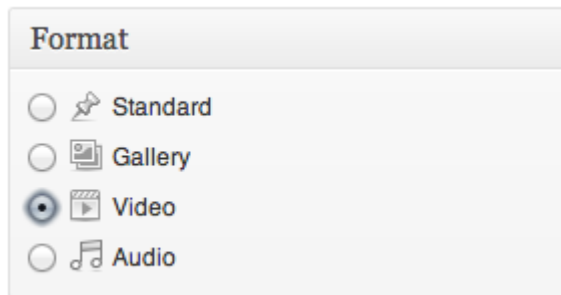Revisions: **2** Browse

Move to Trash   Submit for Review

Ok, your post is now ready to add to the site—scroll up to the top right of the post-entry page and click on 'Submit for Review'. The site will go into a moderation queue and once the NiCHE administration team approves the post and its format, it will be published on the site.

Audio and video posts

In addition to entering standard blog posts, the NiCHE site also has specific posts types for audio and video. All the instructions for adding this content is the exact same as the steps listed in the adding a post instructions except:
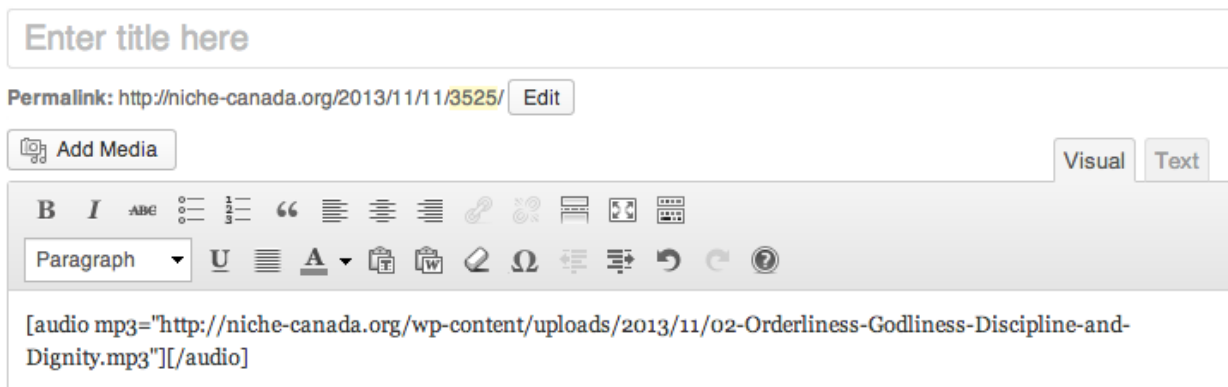
● When you are selecting the post category, ensure you select either 'video' or 'audio' as per the type of media you are attaching. This is crucial as it will change the input fields available for content entry.

Audio posts

● You'll have to upload your MP3 to the site. To do that, click on the media library and drag your MP3 file into the library.
● Once the MP3 is loaded highlight it within the media library and click on 'insert into post.'

● The MP3 info will be plugged into the text editor as it appears above. The next step is to cut part of the URL and paste it further down the editor. Copy the URL from /wp-content/ onwards. So in the above case that is /wp-content/uploads/2013/11/02-Orderliness-Godliness-Discipline-and-Dignity.mp3

Audio Settings

These settings enable you to embed audio into your portfolio pages.

MP3 File URL

The URL to the .mp3 audio file

/wp-content/uploads/2013/11/02-Orderliness-Godliness-Discipline-and-Dignity.mp3

OGA File URL

The URL to the .oga, .ogg audio file

Audio Poster Image

The preview image for this audio track

Audio Poster Image Height

The height of the poster image

- Scroll down the page to the Audio Settings block. You'll need to paste the URL you cut into the 'MP3 File URL' field.
- Once that is done scroll back up to the text editor and ensure you remove the '[audio mp3="...[/audio]' tag from the text field.
- Now enter whatever text and images you'd like to accompany your MP3 and post and submit it for moderation. *If your post is meant for some section of the site other than the otter, ensure to select the correct category*.

Video Posts

Video Settings ▼

These settings enable you to embed videos into your portfolio pages.

Video Height

The video height (e.g. 500).

M4V File URL

The URL to the .m4v video file

OGV File URL

The URL to the .ogv video file

Poster Image

The preview image.

Embedded Code

If you are using something other than self hosted video such as Youtube or Vimeo, paste the embed code here. Width is best at 960px with any height.

This field will override the above.

```
<iframe width="960" height="720" src="//www.youtube.com/embed/GiDdmPr7nhU?rel=0"
frameborder="0" allowfullscreen></iframe>
```

With video posts you'll need to ensure the category is set to video and once it does the above block will be available under the main text field.

- Enter the URL embed code for the video you want to post to the site, make sure the width is set to 960px wide—this video resolution can be changed in the 'embed settings' menu on YouTube.
- Once the video has been added, scroll up to the main text entry field and enter the content for your post. When you are complete click on 'submit post for review'.

Editing your post

If you are familiar with writing posts, editing is simple. As long as you are logged in you can edit the posts or events you have contributed to your site. Either directly navigate to the post you'd like to edit or access it through the posts menu, accessible from the 'Posts' option on the left sidebar of the WordPress dashboard.

Events & deadline intro

The NiCHE site contains a pretty handy (if slightly redundant) method of adding events and CFPs to be shared with the community. Unlike the old site these are separate posts—so you have to add a post with the date/venue details of the event, and a separate noting a related call for work deadline.

The steps for adding events and deadlines are virtually the same, except for one distinction (you must select either the *event* or *deadline* checkbox under category).

Events are administrated at: http://niche-canada.org/wp-admin/edit.php?post_type=event

The following event instructions work on the assumption that a user is already familiar with basic post formatting, adding images, and adding a feature image to a post—if you are not familiar with these steps, please review the instructions for posting.

Adding an event
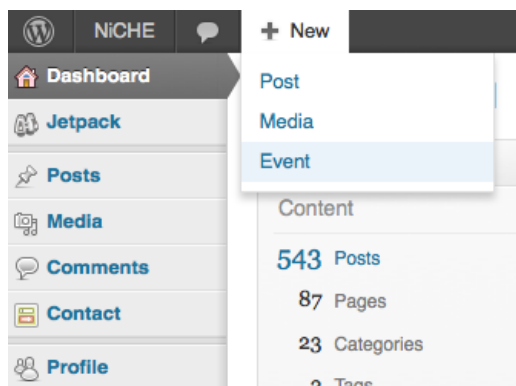
- Navigate to the + New option on the top dropdown menu and select 'Event'
- Give the event a name in the field labelled 'Enter title here'
- Enter event details in the main text field.
- Optional: You can add a feature image to accompany the post. See the instructions in the 'adding a post' section for direction on how to do that task.

Event Categories

All Categories | Most Used

☐ deadline
☑ event

- scroll over to the right and tick off 'event'

Event Details

Ensure dates are entered in **dd-mm-yyyy** format and times in **hh:mm** (24 hour) format

Start Date/Time: 08-11-2013 10:27pm

End Date/Time: 09-11-2013 11:27pm ☑ All day

Reoccurence: once ▾

Include/Exclude occurrences Show dates

Venue: ▾ +

- Enter in the start and end date of the event. Enter the start and end times as required, but for conferences and symposiums it probably makes the most sense just to tick off the 'all day' option after the end date.
- If you are adding recurring event series select 'Recurrence''
- Next add the venue for the event. In order to do this click on the down arrow to the right of the field. See if the event venue already exists as an option. If it does, select it. If the venue is not on the list proceed to the next (optional step) step.

Venue Name:
Address:
City:
State / Province:
Post Code:
Country:

Cancel

- Enter the venue name.
- Enter the Address.
- Enter the City.
- Enter the Province.
- Enter the Postal Code (this is handy if you don't have exact venue details)
- Enter the Country.

- You are complete, now hit the 'Submit for Review' button to put the event in the moderation queue. When it is approved by a site administrator it will appear on the site.

Adding a deadline

Please see the adding an event guidelines. Adding deadlines is the exact same except:

1. You need to set the **category to 'deadline'** instead of 'event'
2. Remember to enter the CFP deadline, not the date the event takes place.

Commenting on site content

Commenting on site content is simple. There are two ways to comment, using your NiCHE WordPress account or through another social account. It is recommended that you use your NiCHE WordPress account as your comment will be directly connected to your profile rather than a social web account.

If you are logged in: Scroll to the bottom of a post you want to comment on, enter your comment and click on 'post comment'. It will automatically be attributed to/connected to your account.

LEAVE A REPLY

Enter your comment here...

Fill in your details below or click an icon to log in:

Email   (Address never made public)

Name

Website

Post Comment

If you are not logged in: Scroll to the bottom of a post you want to comment on, enter your comment. You will need to provide identification credentials of some sort so either provide information in the 'email, name, website' field OR use your WordPress, Facebook, or Google+ account. When you've provided the credentials, click on 'Post Comment'. If your site does not immediately appear on the site that means it is being held for moderation by a site administrator.